



## PLANNING & DEVELOPMENT DEPARTMENT

### 2006 QUARTERLY GENERAL PLAN AMENDMENT MEETING REQUIREMENTS

#### APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING:

**\* FAILURE TO NOTICE AND HOLD NEIGHBORHOOD MEETING BY DATE REQUIRED WILL AUTOMATICALLY MOVE YOUR PROJECT MINIMALLY TO THE NEXT AVAILABLE PLANNING COMMISSION MEETING DATE.**

#### SETTING UP

- Meeting must be held prior to the last day for Neighborhood Meeting date in Column 4 on back.
- Determine a place and time for your meeting.
  - Time: Start between 5:30-6:30
  - Days: Mon-Thurs only (never on scheduled Planning Commission nights)
  - Place: Close as possible to project location
- Prepare notice.
  - Contents:
    - Thorough description of proposed project. Include "From... To...", street address and/or Assessor Parcel Number and Ward Number
    - Date of meeting
    - Time of meeting
    - Place of meeting: Include room number/name and directions
    - Contact name and phone number for night of meeting for directions/questions
    - Tentative date of Planning Commission meeting
- Fax notice to Planning and Development Department 702-474-7463. City staff will assess for suitability of time and location. Approval or corrections to notice will be faxed back within 2 working days. **DO NOT MAIL NOTICE UNTIL CITY APPROVED.**

#### MAILING

- Approved notices must be mailed to all property owners (as recorded with the Clark County Assessor's office) within one thousand feet (1000') of subject property AND to all city of Las Vegas registered Neighborhood Associations within one (1) mile of the subject property.  
(A list of all property owners and neighborhood associations and labels for same may be obtained from the Planning and Development Department for a nominal charge. You may request by calling 229-6301 with a two (2) business day lead time.)
- Notices must be postmarked at least 10 days prior to the neighborhood meeting date.

## 2006 QUARTERLY GENERAL PLAN AMENDMENT MEETING REQUIREMENTS

### APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING: (cont.)

#### MEETING

- Applicant and/or representative(s) are responsible to conduct the meeting, answer questions and open and close the facility. City staff will attend, but only to monitor.
- Applicant must ensure that someone is available to answer the phone number given at least one half (1/2) hour before and after the start time regardless of attendance.
- Applicant must remain on-site at least one half (1/2) hour after the start time regardless of attendance.

#### FILING

- Applicant must complete the Neighborhood Meeting Affidavit (attached) indicating time and date of meeting and attach the mailing list used along with a copy of the notice. This affidavit must be notarized.
- Affidavit with attached mailing list must be delivered to the Planning and Development Department seventy-two (72) hours prior to the Planning Commission meeting.

Ward Number	Pre-Application Submittal Date	Application Closing Date	Last day for Neighborhood Mailing	Last day for Neighborhood Meeting	Planning Commission Meeting Date	City Council Meeting Date
1, 2, 3	Nov 7, 2005	Nov 29, 2005		Dec 13, 2005	Jan 12, 2006	Feb 15, 2006
4, 5, 6	Nov 21, 2005	Dec 13, 2005		Dec 27, 2005	Jan 26, 2006	Mar 1, 2006
1, 2, 3	Feb 6, 2006	Feb 28, 2006		Mar 14, 2006	Apr 13, 2006	May 17, 2006
4, 5, 6	Feb 20, 2006	Mar 14, 2006		Mar 28, 2006	Apr 27, 2006	Jun 7, 2006
1, 2, 3	May 5, 2006	May 30, 2006		Jun 13, 2006	Jul 13, 2006	Aug 16, 2006
4, 5, 6	May 19, 2006	Jun 13, 2006		Jun 27, 2006	Jul 27, 2006	Sept 6, 2006
1, 2, 3	Jul 28, 2006	Aug 22, 2006	Sept 4, 2006	Sept 14, 2006	Oct 5, 2006	Nov 1, 2006
4, 5, 6	Aug 11, 2006	Sept 5, 2006	Sept 18, 2006	Sept 28, 2006	Oct 19, 2006	Nov 15, 2006
1, 2, 3	Nov 3, 2006	Nov 28, 2006	Dec 4, 2006	Dec 14, 2006	Jan 11, 2007	Feb 7, 2007
4, 5, 6	Nov 17, 2006	Dec 12, 2006	Dec 24, 2006	Jan 4, 2007	Jan 25, 2007	Feb 21, 2007

**Applications MUST BE submitted by 2:00 P.M. on CLOSING DAYS**  
**Applications WILL BE accepted until 4:00 P.M. on NON-CLOSING DAYS**  
**Call (702) 229-6301 for additional information**

# **SAMPLE NEIGHBORHOOD MEETING NOTICE**

Date of meeting: Month/Day/Year

Time: Start time must be between 5:30-6:30 p.m.  
(please do not list end time)

Location: Include address, room number, driving directions and/or map

Topic: General Plan Amendment (GPA-\_\_\_\_ or relevant case number)  
An application in the city of Las Vegas that is scheduled to be placed  
on the \_\_\_\_\_, 2006 city of Las Vegas Planning  
Commission Agenda.

This application (GPA-\_\_\_\_ or relevant case number) is a request to  
(information taken from application). Please include what current use  
is and what proposed change will be. (Description of project to  
include; street address and/or Assessor's Parcel Number and Ward  
number)

With comments or questions, please contact: \_\_\_\_\_

Please provide contact name/number in case residents are unable to attend meeting  
and have questions.

Contact name and number for night of meeting: \_\_\_\_\_

# AFFIDAVIT OF MAILING FOR NEIGHBORHOOD MEETING

I \_\_\_\_\_, an employee of \_\_\_\_\_, being first duly sworn, deposes and says that on the day of \_\_\_\_\_, a copy of the **Neighborhood meeting notification** for the date and time of \_\_\_\_\_ to be held at \_\_\_\_\_ located \_\_\_\_\_ miles from the proposed project for a request to: (add project description)

\_\_\_\_\_  
\_\_\_\_\_  
the attached of which is a true and correct copy, was mailed electronically and/or deposited in the United States Mail, Postage prepaid, First Class Mail, to each person and/or organization whose name appears on the list or addresses that appear on the map attached herein in.

\_\_\_\_\_  
**SIGNATURE**

State of Nevada        )  
                                  )  
County of Clark)        )

\_\_\_\_\_ being first duly sworn, deposes and says:

SUBSCRIBED AND SWORN TO before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
NOTARY PUBLIC in and for said County and State

Attachments:  
Notice  
Mailing list

## PLANNING & DEVELOPMENT DEPARTMENT

### ***GENERAL PLAN AMENDMENT SUBMITTAL REQUIREMENTS***

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The owner(s) the of real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. A legal description of the property(ies) involved must be submitted on a 3.5" floppy disk in Word 2000 or compatible format. A hard copy of the legal description must also be provided.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required. The letter shall list specific factors that explain why the proposal promotes public health, safety, and general welfare in accordance with LVMC 19.18.030.

**FEES:** \$1000 plus \$300 for notification and advertising costs.

NOTE: A neighborhood meeting is required for this application. Property owner labels are available from the Planning & Development Department for \$50. Please include a separate letter requesting labels.

**ASSESSOR'S PARCEL MAP:** A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at ([www.co.clark.nv.us](http://www.co.clark.nv.us)).

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**LOCATION MAP:** (19 folded/1 rolled, colored) The location map should show the general plan designations for the subject site and the surrounding area.

**LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.